



TIME SHEET

ADECCO COPY

Time-sheet Reference/W/e/Date

Client Order Number

Account Reference

Temporary Full Name/Staff Number

For the Attention of

Nature of Assignment

Invoice Address

Work Address

Branch Name & Address

Report to

Telephone Number

Department

Hours of Work

CLIENT - Queries regarding the timesheet should be addressed to the branch which provided the temporary. Please note that charges which largely represent wages paid will be subject to a separate invoice which is payable within 14 days of the invoice date.

TEMPORARY - Please ensure that the timesheet is fully completed and signed and make sure that the client receives the correct copy. Return the other copies to the branch from which you work.

FOR OFFICE USE ONLY

	HOURS	TR	CR
A			
TOTAL HOURS			

HOURS WORKED

	FROM TIME	TO TIME	TOTAL	LESS BREAKS	TOTAL HOURS
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
TOTAL					

I certify that the **TOTAL** hours have been satisfactorily worked and that payment will be made according to your terms of business as stated overleaf.

Authorised Signature

Date

Print Name

Position



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Authorised Signature Date
Print Name Position



TIME SHEET

BRANCH COPY

Time-sheet Reference/W/e/Date

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Account Reference

Temporary Full Name/Staff Number

For the Attention of

Nature of Assignment

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Branch Name & Address

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Authorised Signature

Date

Print Name

Position

Terms & Conditions for the introduction of permanent staff

1. Definitions

In these terms and conditions the following definitions apply:-

"The Employment Agency"; means Adecco UK Limited trading as Adecco Alfred Marks.
"The Client"; means the person, firm or corporate body to whom the Applicant is introduced.
"The Applicant"; means the person introduced by the Employment Agency to the Client for an engagement.
"Engagement"; means the appointment of the Applicant at any time up to six months after the date of the last interview or initial introduction, whichever is the later, to perform services for or on behalf of the Client whether under a contract of service or for services.
"Remuneration"; means the total of all emoluments payable or receivable by the Applicant pursuant to the Engagement.

2. The Contract

- These Terms and Conditions are accepted by the Client by virtue of an interview with, or the Engagement of the Applicant.
- No variation or alteration to these Terms and Conditions shall be valid or enforceable unless approved in writing by a Director of the Employment Agency.

3. Notification & Fees

In the event that the engagement is accepted by the Applicant the Client shall:

- notify the Employment Agency immediately and provide details of the Remuneration.
- pay the Employment Agency's fee for the introduction of the Applicant within 14 days of the date of invoice. The fee payable by the Client is calculated, in accordance with the scale of fees already provided, on the Remuneration payable to or receivable by the Applicant during the first twelve months of the engagement notwithstanding that the engagement may be terminated during that period. All fees are subject to the addition of VAT.

The Client shall be liable to pay the Employment Agency's fee in respect of an Applicant introduced notwithstanding that the Client engages the Applicant in a different position to that originally envisaged.

4. Indirect Introductions

The Client shall be liable to pay the Employment Agency's fee in accordance with Clause 3b if it refers the Applicant to any third party within six months of the date of the last interview or initial introduction, whichever is the later, and that third party engages the Applicant or in any event where an engagement results directly or indirectly from the introduction of the Employment Agency. The Replacement and Refund Guarantee shall not apply to any indirect introductions.

5. Replacement & Refund Guarantee

- If the Client pays the Employment Agency's fees within the periods prescribed in the accompanying Replacement and Refund Guarantee and the Engagement terminates within the specified periods and written notification of termination is received within 7 days the Client will be entitled either to a Replacement Applicant or Refund in accordance with the provisions of the Guarantee.
- In the event that payment is not received in accordance with these terms the Client is liable to pay the full invoice.
- If the original Applicant is subsequently re-engaged by the Client, its subsidiary or associated companies or any third party introduced by the Client within the period of three months from the date of termination of the Engagement the Client shall pay the Employment Agency's fee calculated in accordance with Clause 3b and shall not be entitled to the Replacement and Refund Guarantee.

6. Suitability

The Employment Agency endeavours to ensure the suitability of the Applicant. Notwithstanding this the Client shall take such steps as it deems necessary to satisfy itself as to the suitability of the Applicant and is responsible for taking up any references provided by the Applicant and/or the Employment Agency before engaging the Applicant. The Client shall be responsible for obtaining work and other permits, for the arrangement of medical examinations and/or investigations into the medical history of the Applicant, and satisfying any medical and other requirements or qualifications required by law.

7. Liability

The Employment Agency shall not be liable under any circumstances for any loss, expense or damage suffered or incurred by the Client arising from or in any way connected with the introduction or Engagement of any Applicant or from the failure of the Employment Agency to introduce an Applicant.

Terms & Conditions for the supply of temporary workers

A Definitions

In these Terms and Conditions the following definitions apply:-

"The Employment Business"; means Adecco UK Limited trading as Adecco Alfred Marks.
"The Client"; means the person, firm or corporate body requiring the services of the Temporary.
"The Temporary"; means the person or limited company (including any officer, employee or agent thereof) engaged to carry out the Assignment.
"The Assignment"; means the period during which the Temporary is engaged to render services to the Client.

B The Contract

- These Terms and Conditions are accepted by the Client by virtue of its interview with the Employment Business or the Temporary or the engagement by the Client of the services of the Temporary.
- No variation or alteration of these Terms and Conditions shall be valid or enforceable unless approved in writing by a Director of the Employment Business.

C Timesheets

- At the end of each week of the Assignment (or, where the Assignment is for a period of less than one week or is completed before the end of a week, at the end of the Assignment) the Client shall sign the timesheet of the Employment Business verifying the number of hours worked by the Temporary during that week.
- Signature of the timesheet by the Client constitutes acceptance that the Temporary's services have been provided for the hours indicated and that such services have been satisfactory and in accordance with these Terms.

D Charges

- The client shall pay the hourly charges of the Employment Business current at the commencement of the Assignment which may be varied by the Employment Business with immediate effect from time to time during the Assignment.
- The charges are calculated by reference to the number of hours worked by the Temporary (to the nearest quarter hour) plus VAT and are invoiced to the Client on a weekly basis, payable within 14 days. Travelling, hotel and other expenses as may be agreed shall be added to the invoice. Details of our charges are available on request.

E Remuneration & Deductions

The Employment Business is responsible for paying the Temporary's remuneration where applicable or fees and for the deduction and payment of National Insurance Contributions and Schedule E Income tax (PAYE), applicable to the Temporary as required by law.

F Introduction Fees

The engagement or use by the Client, directly or indirectly, for any length of time of the services of any Temporary who has carried out an Assignment for the Client at any time during the preceding six months period, or the introduction of the Temporary by the Client to any third party resulting in any such engagement or use within that period, shall render the Client liable to pay the Employment Business an introduction fee calculated in accordance with the scale of fees according to the total taxable emoluments payable to the Temporary during the first 12 months of such engagement but without any entitlement to a refund or replacement. An introduction fee is also payable in respect of a Temporary who subsequently becomes incorporated under a limited company where there is an engagement use or introduction of that limited company in accordance with this clause.

G Liability

- Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards or skills, integrity and reliability from the Temporary and to provide them in accordance with the booking details provided by the Client, no liability is accepted by the Employment Business for any loss, expense, damage or delay arising from the failure to provide a Temporary for all or part of the period of the Client's booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary or if the Temporary terminates the Assignment for any reason.
- Temporaries provided by the Employment Business to the Client are provided under contracts for services and are deemed to be under the supervision, direction and control of the Client for the duration of the assignment. The Client is responsible for all acts, errors and omissions of the Temporary whether wilful, negligent or otherwise as though the Temporary were an employee of the Client, and the Client will comply in all respects with all statutes, bye-laws and legal requirements to which the client is ordinarily subject in respect of its own employees and staff, including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary during Assignments, but excluding the matters referred to in Paragraph E.
- The Client shall supply the Employment Business with any information required by Employment Business under the Health and Safety Legislation (including, without limitation, any requisite special occupational qualifications or skills and any special features of the assignment affecting health and safety). The Client shall also ensure that it complies with all relevant Health and Safety Legislation in respect of the Temporary Worker as if the Temporary Worker was an employee of the Client and that the Temporary Worker complies with any obligations to which it is subject under such Legislation.
- The Client shall indemnify the Employment Business against any costs, claims, damages and expenses incurred by the Employment Business arising out of the engagement or use of the Temporary by the Client.
- The Client shall report to the Employment business any accident resulting in injury to or death of the Temporary worker whilst carrying out an assignment.

H Termination

- The Client shall supervise the Temporary sufficiently to ensure its satisfaction with skills and standards of workmanship but if the services of the Temporary are unsatisfactory, the Employment Business may reduce or cancel the charge for the time worked by the Temporary with the Client provided that the Client terminates the Assignment and notifies the Employment Business of the termination within the same day as commencement of the assignment.
- Each of the Client, the Temporary or the Employment Business may terminate the Assignment at any time without prior notice.